

See The Benefits...



September, 2004

What Is Workflow?

One of the great features of Grants Online is that the system has the capacity to automate grants processing workflow. Workflow is the established process by which tasks and activities automatically get transferred throughout the system. For example, the workflow system initiates Action Items, which are assigned to users to perform a certain task. Users access their Action Items through their "Inbox" in Grants Online. When a user executes an Action, the workflow system is notified and the state of the workflow process is updated, initiating an audit trail in the system.

The process of physically moving paper throughout the grants lifecycle process will become obsolete with the inception of Grants Online. Once an activity has been completed, this automated workflow process will kick in and notify the next in line to complete the appropriate task.

Benefits of Workflow...

- Saves a great deal of time
- Eliminates duplication of effort
- Ability to track grants throughout entire lifecycle

Who To Know...

The **Grants Online Steering Committee** is made up of a group of 29 individuals from 12 different program offices. These committee members have been instrumental in helping to ensure that the Grants Online system meets your needs in a complete and effective manner. They continue to represent your best interests as the development of Grants Online progresses. To find out more about who your Grants Online Steering Committee representatives are, please visit the Grants Online website at: http://www.ofa.noaa.gov/~grantonline/steering_committee.html

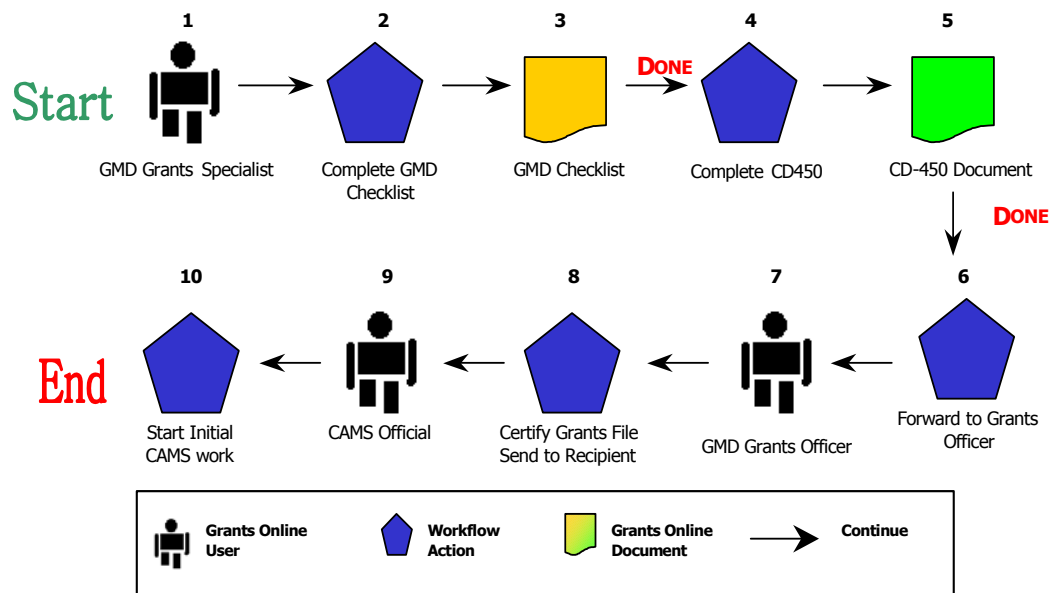
Message To Our NOAA Community

This second installment of the Grants Online newsletter is geared towards showing you some of the benefits that will be brought about as a result of implementing this new system. We invite you to please read this newsletter in its entirety, as it will provide you with a wealth of information about Grants Online. As always, we welcome your feedback and ask that you submit any questions, comments or concerns to our GrantsOnline.QandA@noaa.gov email address.

- Grants Online Training Team

How Does Workflow Work?

The following diagram depicts where workflow comes into play, using the Grants Management Division (GMD) as an example. The action identified in the blue pentagon will be automatically sent as a task to the Inbox of the person(s) who must complete the task. *



* The sole purpose of this model is to demonstrate how workflow operates. This diagram is an example, and is not meant to train you how to use the system.

Account Management

Account Management

Welcome to Grants Online Andy Jones [Log Off](#)

My Profile
My Preferences
My Delegations

Account Management

- MY PROFILE -

This option allows you to view and update your personal profile. You may update your name and address information, as well as your security question and answer. You may also view your system profile attributes, including your username and your currently assigned roles.

- MY PREFERENCES -

This option allows you to view and update your current system preferences. These preferences include your system password, the columns you would like to have displayed on your Inbox view, and your notification and email preferences.

- MY DELEGATIONS -

This option allows you to view and update the users to whom you have delegated your work. You may search for users that have similar permissions as you and choose to delegate your work to them. The users will then receive an email and/or notification, and they will be able to log in and perform all of your tasks and activities.

Go to the Account Management tab to customize the Grants Online system to meet your needs

My Preferences

User Preferences

Site Preferences

[Change Password](#)

Notification Preferences

	Grants Online Inbox	Email Inbox
System Generated Advisories		
Password Expiration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scheduled Downtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Workflow		
Task Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delegation of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Notices		
Expired Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overdue Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select notifications you'd like to receive in your external email

Community Focus...Budget Officers

The Grants Online system will transform the business process for directing NOAA funds onto grant awards in the following ways:

1. Federal Program Officers will generate "requisitions" using an electronic form similar to a CD-435 that shows the federal funds being committed, and the CAMS accounting codes associated with the award.
2. The appropriate Line Office **Budget Officer** will receive (through workflow) an electronic task in their Inbox requesting approval based on the threshold amount of the federal funds.
3. Once approved, the form will be electronically routed to the Grants Management Division (GMD) as part of the application package that will be processed for a grant award.

Grants Online is designed to handle multiple CD-435s for one application so that awards with funds from multiple Line Offices will have the appropriate approvals from each Line Office.

Note: This process will be further demonstrated to you during the Skill Building phase of training. We look forward to that training as well as any feedback you may have on the process.

Training Update

The Orientation phase of training was held in late August and lasted into early September. These sessions were well attended and built a solid foundation for the upcoming skill building phase of training. In the event you were unable to attend one of the live sessions you can go to the training page on the PMO Grants Online website and download a recorded Orientation Webinar to view at your leisure.

The **Skill Building** phase of training will begin in late October and run through December. These sessions will be broken down in order to ensure the training is targeted to the specific audience/user group. You can view the Skill Building training schedule and learn more about what the sessions entail by going to the training page on the Grants Online PMO website:

http://www.ofa.noaa.gov/~grantsonline/gol_training.html

Did You Know...

...You can go to the NOAA PMO website and download a letter to send to your grantees about Grants.gov? This letter can be downloaded from the following website: http://www.ofa.noaa.gov/~grantsonline/whats_new.html

Important Contact Information

Website Address for Grants Online Information (Training, FAQ's, Documents, etc.): http://www.ofa.noaa.gov/~grantsonline/whats_new.html

Training questions, Grants Online questions, etc. can be sent to: GrantsOnline.QandA@noaa.gov or GrantsOnline.Training@noaa.gov

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